



...inspiring and nurturing hearts for God and  
minds for learning.

*North Atlanta Preschool  
Student Registration Packet*

*Sep 2024 - May 2025*

**[www.northatlantapreschool.com](http://www.northatlantapreschool.com)**

**[info@northatlantapreschool.org](mailto:info@northatlantapreschool.org)**

**(770) 399-7660**

**Note: Price Increase Effective June 22, 2024**

# New Enrollment Application 2024-2025

## North Atlanta Preschool

5676 Roberts Drive, Atlanta, Georgia 30338-2700, 770-399-7660

Please submit one application per child. Print **CLEARLY**

Date _____	Registration Fee: _____
Tuition Contract _____	1 <sup>st</sup> Month Tuition: _____
Forms Complete _____	Lunch Bunch: _____
Immunization _____	Other _____
Tuition Express _____	Total Amt \$ _____

### Child's Information

(First) \_\_\_\_\_ (Last) \_\_\_\_\_ Preferred Name \_\_\_\_\_

Child's Date of Birth \_\_\_\_\_ Sex: Male \_\_\_ Female \_\_\_ Child's age on September 1, 2024 \_\_\_\_\_ yrs \_\_\_\_\_ mos

Address \_\_\_\_\_ Apt. No. \_\_\_\_\_ Apartment Complex \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ County \_\_\_\_\_

### Parent's Information

Dad's name: (First) \_\_\_\_\_ (Last) \_\_\_\_\_

Dad Cell \_\_\_\_\_ Email address: \_\_\_\_\_

Mom's name: (First) \_\_\_\_\_ (Last) \_\_\_\_\_

Mom Cell \_\_\_\_\_ Email address: \_\_\_\_\_

Language(s) spoken in the home: (1st) \_\_\_\_\_ (2nd) \_\_\_\_\_

Does child speak English: Yes \_\_\_ No \_\_\_ if "yes", how long has your child spoken English \_\_\_\_\_ If "no", how long has your child heard English \_\_\_\_\_

### 2024-2025 Class Placement based on child's age as of Sept 1<sup>st</sup> ( Select only one )

\_\_\_\_\_ Two Year Old Class - 5 Days

\_\_\_\_\_ Three Year Old Class - 5 Days

\_\_\_\_\_ PreK/Multi Age Class - 5 Days (see requirements below)

\*\*\*Students enrolled in 3 year old classes and above must be completely potty trained and able to use the restroom independently without accidents.

\*\*\*Children age 3.9 - 3.11 by September 1st **may be referred** to the **Multi-Age Program** on Director's approval. Student must have been **previously enrolled** in a NAPS program and referred by a NAPS teacher.

\*\*\*All classes are subject to change without notice based on enrollment.

**NOTICE OF NONDISCRIMINATION POLICY AS TO STUDENTS** North Preschool, 5676 Robert's Dr., Atlanta, GA 30338, admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students of the organization. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its education policies, and other organization-administration programs. The North Atlanta Preschool is a member of the Georgia Preschool Association, the Georgia Association for the Education of Young Children and the Better Business Bureau.

## North Atlanta Preschool New Student Enrollment 2024 – 2025 Payment Options & Financial Policies

North Atlanta Preschool operates as a non-profit organization and relies on registration fees and tuition payments for operating expenses. Prompt payment of monies enables North Atlanta Preschool to maintain its program with the highest levels of quality and standards. The payment policy is based on a child’s commitment to one full school year (Sep 2024 – May 2025) and payment of the Full Yearly Tuition Fee. Payments are non-refundable and non-transferable. Monthly installments are a courtesy provided to assist in the payment of fees; they are not prorated and require a minimum of one month in advance. Accounts should be current and in good financial standing to remain in the program.

### CLASSES & TUITION for 2024-2025

AGE GROUP	DAYS OFFERED	YEARLY TUITION	CHILDREN PER CLASS	MONTHLY TUITION COST
<b>2 Years Old</b>	Monday- Friday	\$4365	12	\$485
<b>3 Years Old</b>	Monday – Friday	\$4500	15	\$500
<b>Multi –Age**</b>	Monday – Friday	\$4590	15	\$510

**New Student Registration Fee - \$175** (non-refundable/non-transferable)

**Additional Child Registration Fee - \$150** (non-refundable/non-transferable)

**Graduation Fee** (Note: only for students going to kindergarten the following year) - **\$60**

**Lunch Bunch** (optional - 2's program only) - **\$80 monthly**

**Early Withdrawal Fee - \$285**

### TUITION PAYMENT OPTIONS

**Please check below to indicate the payment option for which you are selecting.** A non-refundable /non-transferable registration fee and 1<sup>st</sup> monthly tuition payment is due at the time of registration

**OPTION #1 –Registration Fee & Full Tuition Payment**

A 2% discount will apply for full tuition payment. Payment will be processed through Tuition Express and is **non-refundable** and **non-transferable**. A minimum **2%** credit card usage fee per transaction will apply.

**OPTION #2 – Registration Fee & Monthly Payments** (Monthly installments are a courtesy provided to assist in the payment of fees over (9) consecutive months) Payments are **non-refundable and non-transferable**. A minimum **2% credit card usage fee per transaction will apply**.

**Note:** After the registration fee and 1<sup>st</sup> month tuition is paid, all remaining Tuition Fees are paid monthly on the 1<sup>st</sup> of the month from **June 2024 – Jan 2025**. Payments will be automatically withdrawn through Tuition Express and are **non-refundable** and **non-transferable**. Payments **are not prorated, and accounts are required to always be paid a minimum of one month in advance**.

2024-25 TUITION & FEES MONTHLY PAYMENT SCHEDULE	
Description	Payment Deadline
Registration Fee	Day of Registration
1 <sup>st</sup> Tuition Monthly Payment (Sept)	Day of Registration
2 <sup>nd</sup> Tuition Monthly Payment (Oct)	June 3, 2024
3 <sup>rd</sup> Tuition Monthly Payment (Nov)	July 1, 2024
4 <sup>th</sup> Tuition Monthly Payment (Dec)	August 1, 2024
5 <sup>th</sup> Tuition Monthly Payment (Jan)	September 2, 2024
6 <sup>th</sup> Tuition Monthly Payment (Feb)	October 1, 2024
7 <sup>th</sup> Tuition Monthly Payment (Mar)	November 1, 2024
8 <sup>th</sup> Tuition Monthly Payment (Apr)	December 2, 2024
9 <sup>th</sup> Tuition Monthly Payment (May)	January 2, 2025

### NAPS FINANCIAL POLICIES

*Please initial that you have read, understand and agree to the financial policies below*

\_\_\_\_\_ **Billing Schedule & Information** - Tuition and fees are processed through Tuition Express on the 1<sup>st</sup> of the month and are **non-refundable** and **non-transferable**. I understand all payments **are processed through Tuition Express**. I authorize NAPS to process tuition payments and fees as outlined in the payment schedule. Should my payment information require updating, I will notify NAPS immediately and provide the required forms.

\_\_\_\_\_ **Enrollments after the 2<sup>nd</sup> Tuition Monthly Payment** – All previous monthly payments will need to be paid up to the point of enrollment to bring the account current with the Tuition and Fees Payment Schedule.

\_\_\_\_\_ **Credit Card Usage Fee** – a minimum 2% per transaction will apply.

\_\_\_\_\_ **Late Payments and Insufficient Funds Fees** - Payments requested to be paid after the 1<sup>st</sup> of the month, a \$20 late fee will apply. When a payment is returned for insufficient funds, a \$35 fee will apply. Repeated insufficient funds transactions may result in full tuition cash payment only and/or dismissal from the program.

\_\_\_\_\_ **Refunds** – All payments are **non-refundable** and **non-transferable**. No refunds for short or long term absences including illness, inclement weather, travel, or any other reason. In the case of **extended absences, tuition must be paid to reserve your child’s place in the class and retain placement in the program**. Failure to do so will result in forfeiture of your child’s spot. **NO PAYMENT CREDIT** will be given for absences.

\_\_\_\_\_ **Withdrawal** – Should it become necessary to withdraw from North Atlanta Preschool, **written notice to the Director is required 30 days in advance and a \$285 early withdrawal fee will apply**. Also, you are still responsible for any tuition or outstanding balances owed to the school while your child attends NAPS. All payments prior to withdrawal are **non-refundable** and **nontransferable**.

\_\_\_\_\_ **Re-Enrollment** – If a child is withdrawn from the program and returns later in the school year to reenroll, it will be treated as a **new enrollment and the registration fee (\$175) must be repaid**. There will be no credit given from the previous enrollment, including the registration fee, tuition payments or other fees. There is no guarantee that a child will be re-enrolled in the same classroom with the same teachers. Re-enrollment will be allowed on a space-available basis.

**Parent Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**NORTH ATLANTA PRESCHOOL**  
**5676 Roberts Drive, Atlanta, Georgia 30338-2700 (770) 399-7660**  
**Tuition Contract**  
**Academic School Year (2024- 2025)**

**Student's Name** (first) \_\_\_\_\_ (last) \_\_\_\_\_

**License Information**

North Atlanta Preschool is a non-profit, private Christian Preschool. North Atlanta Preschool is not required to carry a license for our program but has sought the proper exemption document from the state.

North Atlanta Preschool carries liability insurance for our program and for our students with K & K Insurance – Childcare Accident Insurance.

Any further questions on state licensure, please contact Bright from the Start at (404)657-5562 or [www.decal.ga.gov](http://www.decal.ga.gov).

**Enrollment Agreement:** Upon my agreement to enroll my child in North Atlanta Preschool:  
I (We) fully understand, agree, and commit to the tuition policy based on my **child's commitment (Sep 2024 – May 2025)**. I understand enrollment is not complete until the registration fee and the first month's tuition payment has been processed. I agree I am responsible for the registration and the full yearly tuition fee.

I (We) fully understand, agree, and commit to all payments including registration fee, tuition and fees being processed and automatically withdrawn through Tuition Express and are **nonrefundable** and **non-transferable**. **A minimum 2% credit card usage fee per transaction will apply.**

I (We) agree to verify my Tuition Express account prior to each monthly payment being withdrawn on the **1<sup>st</sup> of the scheduled month** and to ensure funds are available for processing. I also understand and agree it is my responsibility to be aware and to ensure funds are available to cover any **additional fees or charges incurred** for late pick, insufficient funds, late payments, credit card usage fees, applicable graduation fees and/or any other authorized specialty fees.

I (We) fully understand that delinquent payment will result in withdrawal without refund and the North Atlanta Preschool reserves the right to report **unpaid debts** to the Credit Bureau as a part of my credit history.

I (We) have read all guidelines and policies outlined in the North Atlanta Preschool Enrollment Package and fully understand they are **non-negotiable**, and I fully agree and commit to the policies and financial obligation.

My submittal of this application indicates my agreement to comply with the NAPS stated guidelines and financial policies.

**Parent Name (print)** \_\_\_\_\_

**Parent Signature** \_\_\_\_\_ **Date** \_\_\_\_\_



# Automated Payment Processing Safe – Convenient – Easy

We are excited to offer the safety, convenience and ease of Tuition Express® – an automatic payment processing system that allows on-time tuition and fee payments to be made from either your bank account or credit card.

## ELECTRONIC FUNDS TRANSFER AUTHORIZATION FOR **BANK ACCOUNT** and **CREDIT CARD**

I (we) hereby authorize (business name) \_\_\_\_\_  to initiate credit card charges to the below referenced credit card account (Section A) OR,  initiate debit entries to my (our) Checking or Savings Account, indicated below (Section B). To properly affect the cancellation of this agreement, I (we) are required to give 10 days written notice. Credit Union Members: Please contact your Credit Union to verify account and routing numbers for automatic payments. Check with the center for accepted credit card types.

### SECTION A

Cardholder Name	Phone #		
Cardholder Address	City	State	Zip
Account Number	Expiration Date		
Cardholder Signature	Date		

### SECTION B

Your Name	Phone #		
Address	City	State	Zip
Bank or Credit Union Name			
Bank or Credit Union Address	City	State	Zip
		<input type="checkbox"/> Checking	<input type="checkbox"/> Savings
Routing Transit Number (see sample below)		Account Number (see sample below)	

### For Official Use Only

Date Received
Employee Signature



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